



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: SENIOR RECREATION TECHNICIAN

DIVISION:
REPORTS TO:
DATE ADOPTED:

CLASSIFICATION CODE: 7245
FLSA STATUS:

POSITION SUMMARY:

An experienced employee who, under supervision, does responsible and technical recreation work which requires the application of specialized skills and training including one or more such assignments as (a) leader-in-charge of a recreation facility or program, (b) recreation activity specialist, (c) pool manager, (d) specialized maintenance at recreation facilities such as swimming pools and ball diamonds, and (e) conduct training programs. May oversee and train other personnel assigned to work with him/her. Performs higher skilled work or is more experienced and better trained than the Recreation Technician.

EXAMPLES OF DUTIES:

1. Assists in planning and coordinating various recreation programs.
2. Promotes, conducts, and leads or instructs various recreation activities.
3. Serves as the leader-in-charge of a recreation facility or program; maintain and submit records and reports; cares for and oversees the issuance of recreation supplies and equipment.
4. Works with community groups and volunteers on various recreation projects, programs, and special events.
5. Instructs and oversees recreation personnel in the lower classifications in the performance of assigned duties, checks on adequacy and effectiveness of their work.
6. Attends staff conferences and advises superior on recreational needs and interests in his/her area of responsibility.
7. Performs or oversees certain specialized maintenance tasks such as swimming pool maintenance and preparation of ball fields for games; assists with the upkeep, proper appearance, and condition of buildings, grounds, and equipment; plus other minor maintenance tasks as required.
8. Inspects assigned facilities and equipment regularly regarding condition, safety, and degree of usage by the public.
9. Performs other duties as required.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: Completion of two years of college or university work with emphasis in recreation, physical education, or a closely related field.

Experience: Two years of full-time experience or its equivalent in part-time experience, as a paid recreation worker.

OR

Some acceptable combination of education and appropriate experience. Provided, however, that a minimum of six (6) semester units or its equivalent in recreation leadership or special services in recreation, or closely related field has been satisfactorily completed.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of: Leadership techniques; safety and first aid procedures; skills in planning, organizing, and conducting groups of all sizes in one or more recreation activity; a wide variety of recreation programs; community and public relations principles.

Ability to: Work harmoniously and cooperatively with other employees and the public; stimulate interest and lead or instruct people in various recreation activities; assume responsibility for a program and/or facility, and obtain adequate results; organize and plan work; oversee and train other personnel assigned to assist him/her.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

Possession of a valid California State Motor Vehicle Operator's License and current Red Cross first aid certificate.